



# CAREERS

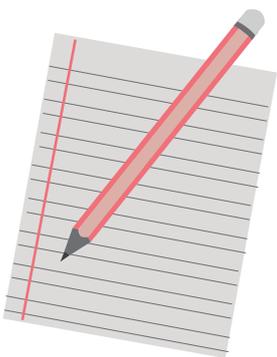
## DEVELOPING A GRADUATE RESUME

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Everyone needs a resume and for a graduate, it must meet the standards and expectations of your industry. Your resume is one of three documents you need to introduce yourself to a prospective employer. The other two are:

- an excellent cover letter and
- where applicable, a statement addressing selection criteria

If you are in a creative industry, you may also be expected to have an online portfolio with examples of your work and projects.



This guide will help you to write a resume which will differ from the resume of someone with more experience. A graduate resume will focus more on your potential which can be demonstrated through your career objective, academic achievements, projects or extracurricular activities.

You've probably heard the terms Resume and Curriculum Vitae. Essentially, they mean the same thing and are interchangeable. Resume is French, meaning 'summary' and Curriculum Vitae is derived from Latin, meaning 'a brief account of one's life'. We use the word Resume in this guide. It is unnecessary to use either as a heading on your resume.

Most people think the purpose of the resume is to record your educational qualifications and work history, particularly for the purpose of seeking employment. While this is true, it can encourage the writer to put in unnecessary detail. Read the job advertisement carefully and provide the relevant attachments. Refocus your writing from own perspective to that of the prospective employer. It should inspire the reader to want to know more about you.



## Basic Resume Rules

While there are really no rules about writing a resume except to make it easier for the employer to read, there are some clear guideline for writing an effective resume. You may receive different and sometimes conflicting advice from 'the experts' - think of this as a good thing giving you flexibility to build a resume that suits your history and style.

### Do

- ✓ Make the job of the reader as easy as possible. Prospective employers are busy people, on average an employer will spend 30 seconds on a resume.
- ✓ Concentrate on clear and relevant information - don't expect the prospective employer to read between the lines
- ✓ Tailor the resume for each position
- ✓ Be honest
- ✓ Attend a Resume Workshop with Careers



### Don't

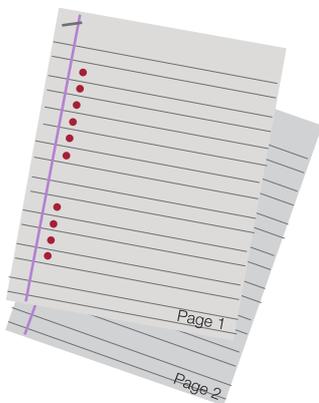
- ✗ Include salary details, date of birth, marital or health status
- ✗ Include reasons for leaving previous positions
- ✗ Use words or phrases with a negative connotation
- ✗ Use acronyms and jargon, unless explained with the first usage
- ✗ Use 'etc' or 'etcetera' as it indicates you can't think of what else to say
- ✗ Break a section of information with a new page
- ✗ Overuse styles such as bold, italics, underlining and upper case
- ✗ Use coloured paper or printing, graphics, borders, your photos or gimmicks
- ✗ Have a single spelling, punctuation or grammatical error



## Resume Format

### Formatting do's

- ✓ Number each page. 2-3 pages for a graduate resume is sufficient
- ✓ Put your name on each page in the footer
- ✓ Bold important information
- ✓ Keep personal pronouns to a minimum such as I, we, my
- ✓ Address large gaps in your resume e.g. you may state you travelled for 6 months
- ✓ Use bullet points where possible rather than long paragraphs
- ✓ Leave a left-hand margin e.g. 2.5cm and space between information
- ✓ Use a plain font of 10-12 in the body and 12-16 in headings on plain white A4 paper
- ✓ Staple in the top left corner rather than binding
- ✓ Ask several people to check your resume for you including your family, friends, current employers or the Careers team
- ✓ Use Australian spelling and don't rely solely on the spellchecker!



Your resume should be written in reverse chronological order so that your recent activities appear first. This is the most commonly used format and as the name implies, each position held is listed and described starting with your most recent job. To keep formatting control of your resume, we don't recommend using online resume builders or preformatted templates. Start with a blank Word document.



## Common Resume Headings

The following headings provide a useful framework in which to organise your experiences into an easy to read format.

### Name and contact details

This does not require a separate heading. Use your name as the heading, centre it in bold, 14 point and capitalise your surname. List your mail address, phone, email and LinkedIn address immediately under your name in 12 point. Make sure your phone message and email name is professional.

Personal information such as date of birth and marital status is not required and employers should not ask you for this as it may breach anti-discrimination legislation. You may want to put your citizenship or visa status.

### Career Objective

This is purely optional; often your cover letter is enough and an objective is not essential but a well written objective can provide the employer with a context for your application, especially if there is no opportunity to include a cover letter in the application procedure.

As a starting point, finish the following statement then build on it to make it your own.  
 “.....(Degree)..... graduate seeking an entry level role in .....(Industry)..... with the opportunity to further my interests in .....(Specialisation)..... . I can offer strong .....(skills/experience)..... together with sound knowledge of .....(specify related interests/experience).....”

**or**

Write it badly then convert it to appropriate business language.

“I want to work on the design process for bridges and big buildings.”

Becomes:

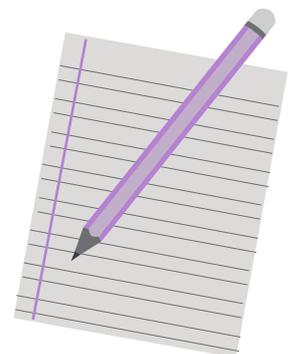
“As a recent Civil Engineer graduate, I am seeking an entry level position in infrastructure development. I have strong analytical and mathematical skills and I am especially interested in contributing to design project and development.”

**or**

Use any of the following to compose a 4-6 line objective that explains a bit of background, why you are drawn to the industry, what you are looking for and where you want to take yourself.

- Past work, experiences, interests, study or people that motivated or attracted you to this industry
- What you are currently studying and why
- The entry level position/s you are interested in applying for
- Where you would like that position to take you in 3-5 years
- What you can offer i.e. your key skills and abilities
- Your availability, especially if the position is a part-time or casual position.

Be clear and concise, and focus on what you can offer the employer.





### Examples:

- I am a marketing graduate with a strong academic record and demonstrated sales and customer service skills. I have had 6 months part-time experience with my local newspaper in the advertising sales department as a Marketing Assistant. I am enthusiastic and keen to enter the retail industry as a Marketing Assistant. I am available for full-time employment.
- Communications Graduate with a public relations major and 12 months experience in Radio and community event production. Seeking an entry level position in Media/Events organisation, especially in the community or arts sectors. I have strong writing and organisation skills in a team setting and a demonstrated ability to deliver quality work independently within tight time frames.

### Education

Make sure you state your degree title (bold this so it stands out) and the university correctly. We suggest that you highlight your academic achievements by providing some detail about your course major, key subjects and any good results or substantial projects you completed. List 4 to 6 main subjects only which may be your recent subjects, the ones for which you achieved best results, the ones most relevant to the position/s applied or the ones you enjoyed most. Do not send or attach your transcript unless asked to do so.

Starting with your current course, enter all education and training courses since leaving High School. Use the following format for each entry:

**Commencement year - anticipated completion**

**Name of Course**

**Name of Provider**

**Majors**

**Relevant electives**

**Major Projects**

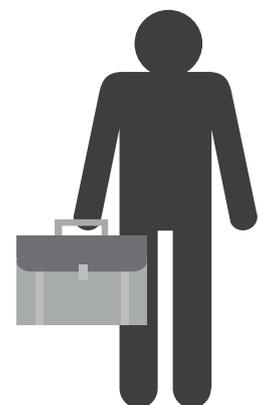
### Employment history

You may divide this into professional experience (work experience/placements) and other employment (casual jobs e.g. retail position) if you have substantial past employment records.

Use reverse date order (current job first). The first line should be the dates worked followed by position title, next comes the name and location of the company. An address is not necessary; simply state the suburb (e.g. Sydney) or the city or town. Provide a brief description of the company e.g. 'multinational import/export company with a turnover of \$50m (AUD)' or 'small family-owned catering business employing 10 staff'. Indicate the basis on which you worked such as full-time, part-time or casual. List the dates e.g. April 2014 - December 2015.

List responsibilities and achievements separately in bullet point format. Some tips are:

- Begin each responsibility with a strong verb e.g. trained, analysed, organised
- Use past tense for all but your current position
- Don't copy your position description, rather, list the main duties and tasks you performed and put the most important or relevant ones first
- Adhere to the dot point rule i.e. one line for each dot point, two if you need but never three lines





Starting with your current employer, enter all employment positions since high school. Use the following format for each entry:

**Commencement year - final year**

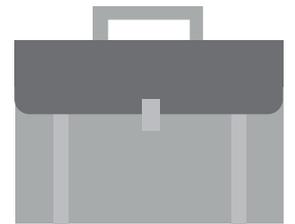
**Title of position**

**Name of employer**

**Suburb of employment**

**Duties**

- List all duties and responsibilities as dot points



### Volunteer/Community Work

Use the same formatting styles as you used in Employment History, beginning with dates then position etc. and duties in dot points. You may also like to add another sub-section called Achievements where you can include the results or outcomes from your work.

**Commencement year - final year**

**Title of position**

**Name of employer**

**Suburb of employment**

**Duties**

- 
- 

**Achievements**

- 
- 



### Additional Qualifications

Add here any additional courses or training qualifications you may have e.g. First Aid, Drivers Licence, White Card, RSA/RSG. Keep the formatting style consistent by including:

**Dates and currency**

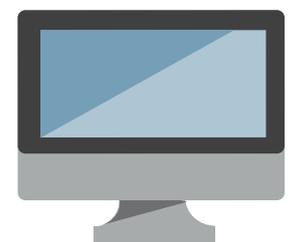
**Name of qualification**

### Professional Associations

List Association memberships with dates and details under each of the activities attended and roles you may have within each organisation.

### Computer Skills

List programs and systems you are competent in, especially industry related systems. Show your proficiency in each program by indicating where, when and how you used the programs on previous projects, responsibilities or tasks e.g. how you set up excel to organise data then insert formulae to generate meaningful reports and graphs.



### Languages

List languages other than English you are proficient in. Indicate level of proficiency in both written and oral forms.

### Interests

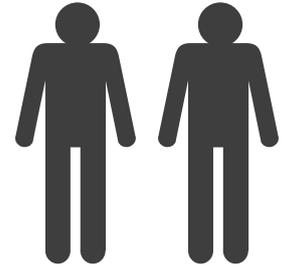
List productive leisure activities that are important to you e.g. Sports, music, crafts. Include dates, competitions, clubs and achievements to reflect your level of involvement and performance.



## Referees

Referees are the people you nominate for the employer to contact for reference. List 2 referees unless otherwise specified. Ensure that those you list are aware that they may be contacted. If you are unsure who you will use as a referee or do not wish to notify your current employer yet that you have applied for another job, you can state that 'referees will be provided upon request'. Work referees are ideal, otherwise use academic or personal references. Name up to three referees providing for each:

**Name**  
**Title**  
**Position**  
**Phone number**  
**Email address**



## Sample Resume

### Jo Smith

2 Kingswood Road  
0402 000 000  
josmith@smith.com.au  
LinkedIn address

### Career Objective

I am a Bachelor of Business and Commerce, Accounting major graduate looking to work as a graduate accountant in a global and highly reputable company such as X. My previous accounting experience would be a valuable asset and has assisted me in developing excellent attention to detail and organisation skills. I am available to work full time immediately.

### Education

**2014-2017**

**Bachelor of Business and Commerce**  
**Western Sydney University**  
**Accounting major**

#### Key subjects

Accounting Information Systems - Distinction  
Auditing and Assurance Services - Credit  
Advanced Accounting - Credit

#### Major Projects

Finalist in the Management Association Competition in 2016

### Employment History

**2012 - current**

**Accounting Clerk**  
**Accountants Corporation**  
**Sydney**

**Small accounting firm of approximately 20 people servicing private clients**

**Part-time position**

#### Key responsibilities

- Organised client files
- Coordinated filing system
- Researched archived files for specific information
- Liaised with customer on the phone and by email

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**2014 - current**

**Tax Agent (Casual seasonal work)**

**Claimitnow Tax Agents**

**Parramatta**

**Duties**

- Provide online support for clients self-managing personal tax returns

**Volunteer/Community Work**

**2015-2016**

**Chairperson of Campus Life committee**

**Western Sydney University**

**Parramatta**

**Achievements**

- Organised meet and greet events for first year students during orientation week
- Liaised with academics and University professional staff on campus OH&S issues
- Surveyed and reported on student initiated improvements for Parramatta campus
- Negotiated to introduce changed parking procedures for Parramatta campus

**Additional Qualifications**

- NSW Drivers Licence - LR - small bus and truck
- Senior First Aid Certificate - current to 2017
- Registered Tax Agent - Australian Tax Office

**Professional Associations**

Accounting Australia (Student Member)

- Attending "Tax in Australia" conference 2016
- Student representative on Graduate Program consulting committee

**Computing Skills**

- Proficient in use of MYOB accounting software
- Up to date knowledge of personal tax provisions through use of ATO agency access program
- Highly developed use of Microsoft Office suite programs gained through 4 years of application to university study and program management situations

**Languages**

- Fluent in spoken Arabic at a professional level. Working knowledge of written Arabic.

**Interests**

- Swimming. Member of Ryde swimming club for 12 years. Club representative at NSW titled for 10 years.

**Referees**

Billy Blogs

Principal Accountant

Claimitnow Tax Agents

0412 345 678

BB@claimitnow.com.au